

WORKERS' COMPENSATION GUIDE



When accidents occur:

If employee does not want treatment, the following forms need to be filled out and forwarded to Risk Management:

Notice of Accident
Supervisor's Accident Report (please be thorough)

If treatment is needed, additional forms required are:

Work comp E-1
Medical release

OFFICE OF RISK MANAGEMENT AND SAFETY
CITY OF SANTA FE

These forms are available on the Risk Management/Safety intranet site. Risk Management needs to be notified when an employee is injured and needs medical care.

Injury care:

If an injury occurs between 8:00 am and 5:00 pm Monday through Friday, employee goes to Concentra Medical Center for treatment. (All paperwork forwarded to Risk, no paperwork required for check in at Concentra.)

After hours:

If the injury occurs after hours or on weekends, employee may go to St. Vincent's or Urgent Care or One Call. **The employee must then follow up at Concentra the next business day.** A work release from an after hours visit is only good until the next business day.

Return to work:

Employee must submit a return to work form to supervisor following each doctor's visit. The supervisor should keep these forms on file. Any restrictions given to the employee must be abided by.

Light duty accommodations:

Light duty accommodations are based on an employee's restrictions and should be made within the employee's section, if possible. If not, the employee may be utilized within the division. If no light duty is available within the division, Risk Management will identify an appropriate area within the City where the employee may be temporarily reassigned.

Injury leave:

The employee is not charged for time taken for doctor visits or to attend therapy, etc. This time is coded as INJ on the timesheet. If the employee is taken off of work by the treating physician, the time is also coded as injury leave. If the employee has been released back to work, but chooses to stay home, the time is taken from the employee's sick leave. *It is important to accurately reflect injury leave on the timesheets in order to track time used towards FMLA. All injury leave is counted as FMLA hours used.

Alternate duty:

Risk Management can temporarily relocate the employee to a different location if no light duty is available. This time is recorded as ALT on the timesheets and the wages are paid out of the Risk budget.

Duration:

Injury leave and/or light duty is available for six months after an injury. After six months, their work comp benefits continue and they will be paid 66 2/3% of their salary directly from our work comp carrier. Employees may supplement this with 33 1/3% of their own leave. Workers' compensation benefits will continue whether or not the employee remains employed.

Permanent Placement:

If an employee reaches maximum medical improvement with permanent restrictions and is no longer able to return to his or her former position, the City will attempt to identify other vacant positions for which the employee qualifies. If such a position is available, the position will be offered to the employee. If there is no position available, the City will initiate medical separation.